

EHE Leavers Checklist

Name of student:

Year Group:

Date of leaving:

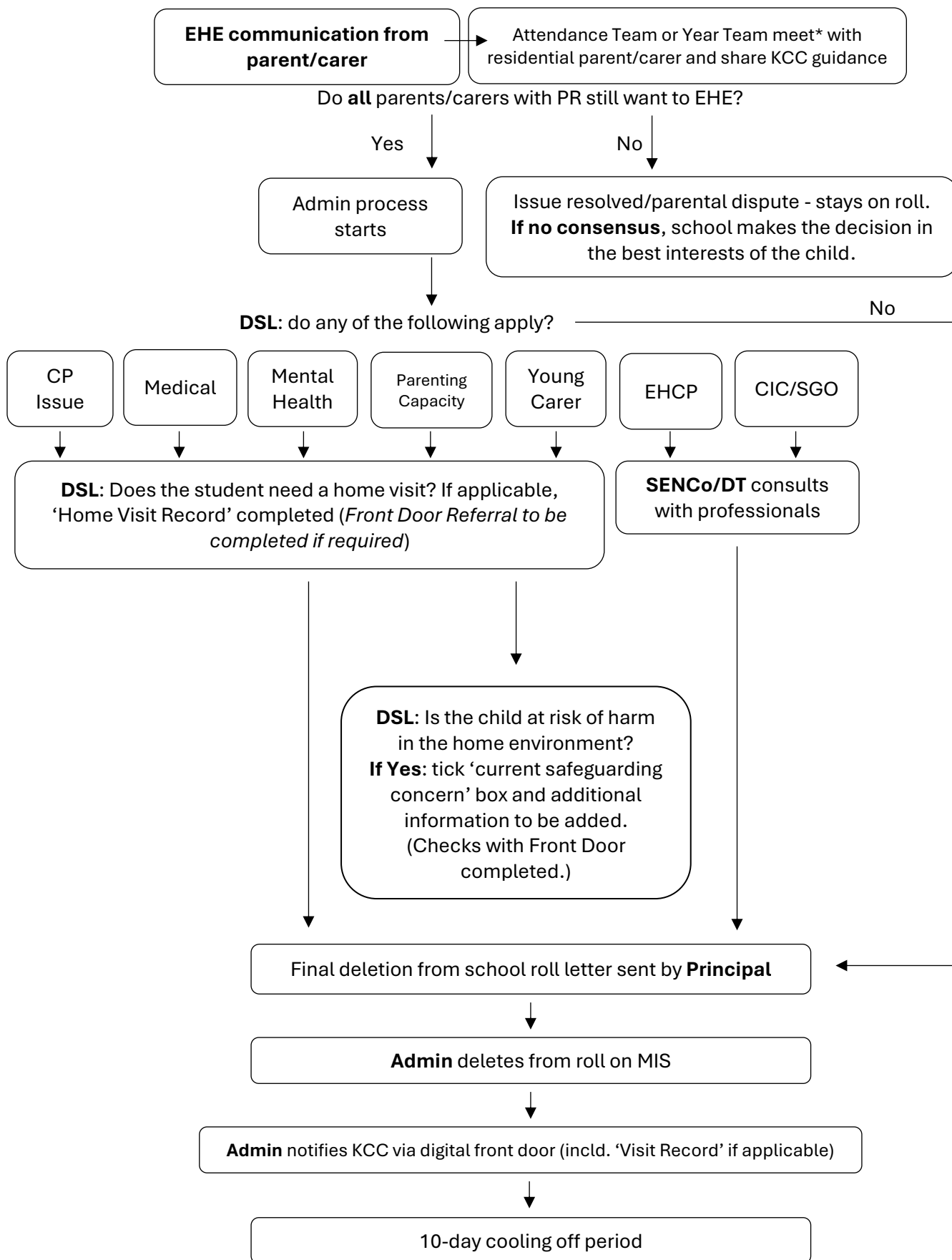
Date removed on MIS:

How and who notified the school?

		DATE
1	Parent/carer letter/email received (to include mention of home education)	
2	EHE guidance from KCC shared with residential parent/carer	
3	Safeguarding check via email to relevant staff	
4	Email from pastoral team confirming child's school file has been re-read	
5	Email from pastoral team confirming both parents are aware/agree (in the event of a disagreement process is put on hold – ask DSL)	
6	Home visit arranged (DSL decision) - aim: learn more about the 'child's lived experience'	
7	If Young Carer, DSL to inform Imago and discuss	
8	DSL to contact Front Door to make enquires about safeguarding history	
9	EHE KCC Survey completed by Senior Pastoral Leader	
10	Paperwork shown and approved by DSL	
11	Acknowledgement letter signed by Principal (to be shown full EHE pack to QA) then scanned and emailed to parent/carer along with 'KCC EHE Information for Parents and Carers' handout	
12	Notify KCC of deletion from roll via Digital Front Door	
13	Check exam entries with Exams Officer	
14	Check to see if FSM and inform relevant staff <i>if applicable</i>	
15	Delete from school roll on MIS	
16	Update Excel doc. (starters/leavers)	
17	Inform all staff via weekly bulletin	
18	End of term: <ul style="list-style-type: none"> • Inform Connexions • Inform School Nurses 	

Record of historical classwork received and date sent to parent/carer:

Elective Home Education (EHE) De-registration Process



*This should meet the needs for the parent/carer, i.e. home visit, phone call, Teams Meeting or in-person meeting.

Home Visit Record

Student:	Parent/Carer:
Date of visit:	Address:
Time of arrival:	Time of leaving:
Student Attendance %	Reason/s for visit:
Observations (Please give a clutter score 1-9 for key areas of property - KMSAB Clutter Scale Images):	Concerns:
Advice/support offered/given:	Response:
Action Plan/Follow up:	